



CALL FOR APPLICATIONS

Job Title:	Bilingual Executive Assistant
Reference:	01/ADB/2024
Location:	Dakar, Senegal
Opening Date:	27/06/2024
Closing Date:	06/07/2024

About CORAF
<p>The West and Central African Council for Agricultural Research and Development (CORAF) was founded in 1987. CORAF (www.coraf.org) currently brings together the National Agricultural Research Systems (NARS) of 23 West and Central African countries: Benin, Burkina Faso, Cameroon, Cape Verde, Central African Republic, Chad, Congo, Côte d'Ivoire, Democratic Republic of Congo, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Sao Tome and Principe, Senegal, Sierra Leone and Togo.</p> <p>The vision of CORAF is <i>a future where people and communities in West and Central Africa achieve food and nutrition security and are prosperous. Its mission is ensuring a sustainable improvement to the productivity, competitiveness, and markets of the agricultural system in WCA.</i></p>
Job title
As part of its activities, CORAF seeks a Bilingual Executive Assistant for its Executive Secretariat.
Mission
<p>Under the authority of the Executive Director and under the direct supervision of the Director of Corporate Services, the Bilingual Executive Assistant is responsible for the following:</p> <ul style="list-style-type: none">- Proactively and accurately process Executive Secretariat incoming and outgoing mails/correspondences and documentation based on priorities;- Prepare and manage the logistics of workshops, meetings and the writing of minutes (invitations, preparation of files, meeting halls, catering, accommodation etc.);- Participate in welcoming workshop participants and experts/teams on mission at the Institution;- Manage travel arrangements for staff of the Directorates/Units of the Institution (visas, hotel reservations, travel documents, etc.)- Manage the various agendas and appointments as needed;- Manage dashboards;- Receive visitors and address their concerns with courtesy and discretion.- Contribute to the preparation of financial reports and other financial documents;- Contribute to the preparation of contracts for service providers and finalization of consultancy contracts;

<ul style="list-style-type: none"> - Maintain a good filing system for projects documents; - Process institutional email - Manage the petty cash as required; - Proofread translated documents and perform short translations (English/French); - Support other Assistants in organizing Institution workshops/events and other specific needs; - Perform other related duties as operationally required. 	
Profile	
Education	<ul style="list-style-type: none"> ▪ Hold at least a Bachelor's Degree (BAC + 3) of Assistantship or Secretarial studies. An additional degree in Management, Finance or Business Administration would be an asset.
Experience	<ul style="list-style-type: none"> ▪ Minimum of five (05) years' experience as a Bilingual Executive Assistant with solid track record in an NGO or International Organization; ▪ Minimum five (05) years experience in a multicultural environment.
Soft skills	<ul style="list-style-type: none"> ▪ Humility; ▪ Courtesy; ▪ Ability to work under pressure; ▪ Discretion; ▪ Sense of the method; ▪ Adaptability; ▪ Integrity; ▪ Sense of priorities; ▪ Listening skills; ▪ Analytical capacity; ▪ Ability to anticipate; ▪ Responsiveness.
Softwares	<ul style="list-style-type: none"> ▪ Microsoft office package: Word, Excel, Access, PowerPoint and Outlook
Languages	<ul style="list-style-type: none"> ▪ Bilingual (French-English) both orally and in writing
Application procedures	
Application package	It must include a cover letter to the Executive Director, Dakar, Senegal and a detailed CV, with the names and contacts of three mandatory references (e-mail, address, and telephone).
Contact	Applications will be sent via the link www.youmannexecutivesearch.com
Closing date	06 July 2024

Only shortlisted candidates will be contacted for an interview.